

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DGS0277221**
POSITION NO: 202375
CLASS CODE: 4043

Date Posted: 11/19/12
Closing Date: 12/04/12

POSITION TITLE: **SENIOR AUTO PARTS TECHNICIAN**
DEPARTMENT NAME: Division of General Services/FLEET MANAGEMENT DEPARTMENT
DEPARTMENT NO: 27 WORKSITE LOCATION: Tuba City, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R59A
Days: Mon-Fri Permanent: ☒ SALARY:
Hours: 8am-5pm Temporary: ☐ Duration: \$ 24,752.00 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 11.90 Per Hour

DUTIES AND RESPONSIBILITIES:

Maintains an automated auto parts inventory and accounting system; orders, receives, stocks and issues parts, tires, lubricants and operating supplies; makes arrangements for delivery or delivers parts; enters work order information into database including parts on work order; assists and communicates with automotive technicians on requirements and selecting parts to ensure proper product line; maintains ongoing inventory of fast moving items; contacts vendors for out of stock parts and supplies; prepares purchase requisitions and required documents.

Posts invoices; monitors balances of purchase orders; verifies parts and supplies received for compliance with specifications and quantity; prepares required reports; conducts physical inventory; responsible for return and replacement of obsolete parts; maintains proper handling and disposal procedures for chemicals and solvents; maintains clean safe working environment; assists with wrecker/tow truck services; coordinates services with Navajo Nation departments.

QUALIFICATION REQUIREMENTS:

Education and Training:

High school graduate or GED

Experience:

Three (03) years of experience in receiving, stocking and issuing auto parts and supplies; one (01) year of which must have been in accounting or related experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Thorough knowledge and ability of maintaining automotive, diesel and equipment, parts and inventory; computer hardware, software, peripherals; procurement policies and procedures, occupational safety & health practices and procedures related to the procurement of automotive equipment and supplies, environmental rules, regulations & guidelines related to the storage of automotive supplies, basic accounting or business practices and methods and customer service/public relations practices. Skills in quickly & effectively obtaining automotive parts & supplies from vendors and maintaining computerized databases and inventory.

License/Certification Requirements:

Must possess a valid state driver's license and ability to obtain a Navajo Nation Vehicle Operator's Permit.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.